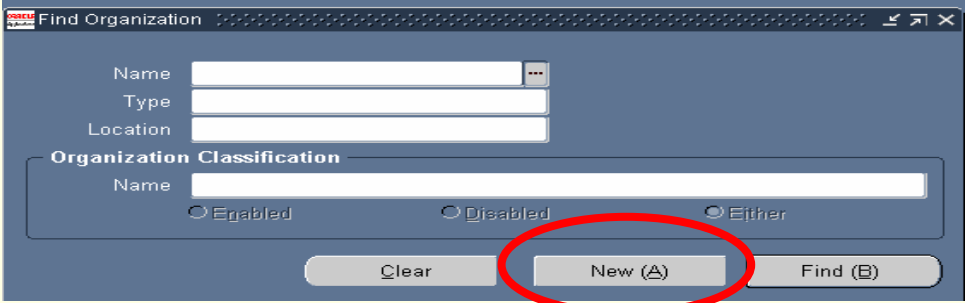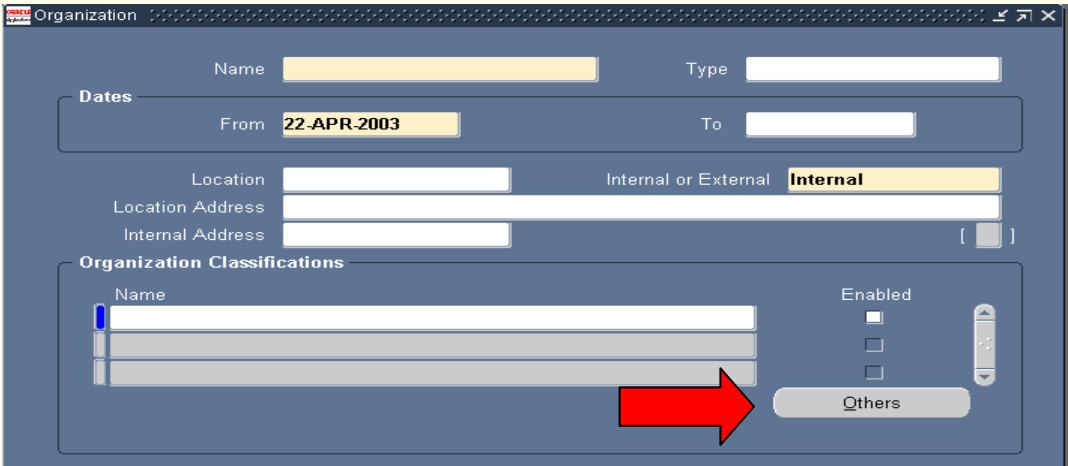# POSITION ORGANIZATION ADDRESS (POA)

The Position Organization Address (POA) – populates the "**TO**" and "**FROM**" data fields on the Request for Personnel Action (RPA) and the Notification for Personnel Action (NPA).

STEP	ACTION
1 **Building a POA**	From the Navigation List – Click on **Work Structures** → **Organization** → **Custom** → **<Open>**. • The **Find Organization** Window displays – Click **<New (A)>**
2 ✎	**Note:** The **Organization** Window displays with the **From Date** data field automatically populated and the **Internal or External** data field automatically populated with "Internal". The **Others** Taskflow button is located on the lower right-hand corner of the window.

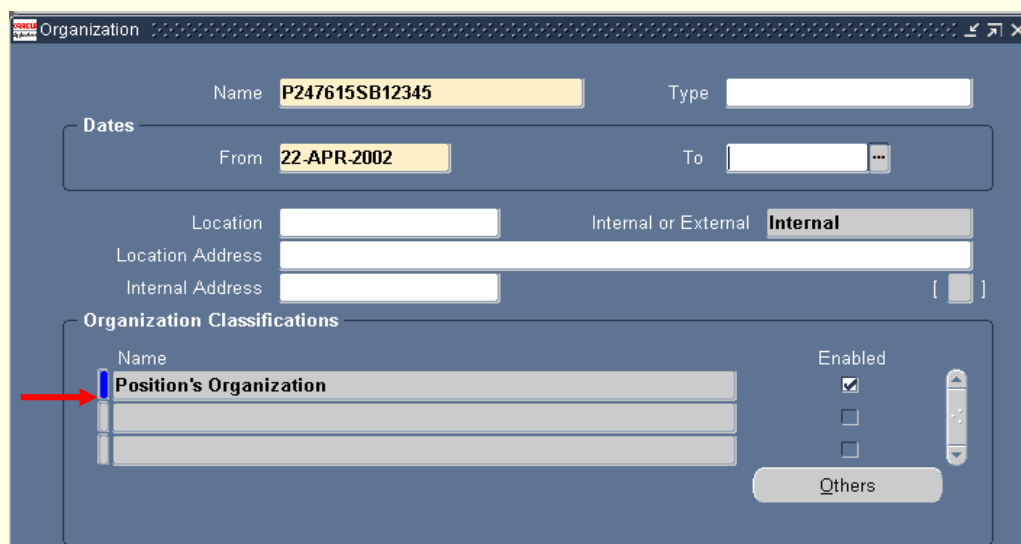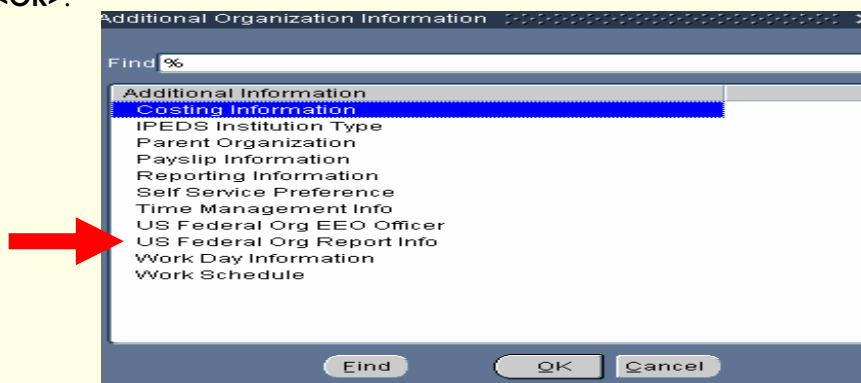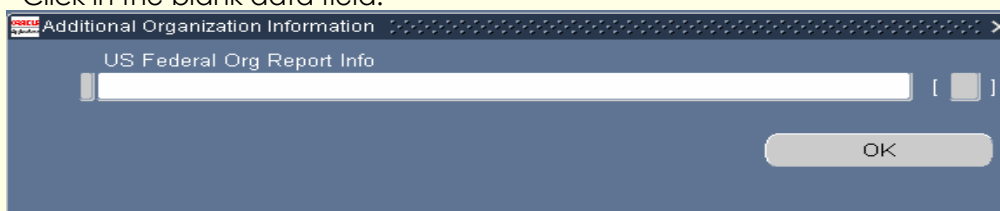| 3	• In the **Name** data field on the **Organization** Window, enter a unique name to identify the position's address (Ex: P247615SB12345). • **Dates – From** – system generates with current date. **Note:** If you built the position earlier, or will be effecting the action prior to the current date, change the **From** date to match your position, otherwise, you will get a "**Date warning message**". • Do not complete **Location** or **Location Address**. • Click Save on the Toolbar.
4	The **Name** data field under **Organization Classifications** auto populates with the words "Position's Organization" and the enabled checkbox is activated. • Click on the Position's Organization box. **Organization** Name P247615SB12345 Type **Dates** From 22-APR-2002 To Location Internal or External **Internal** Location Address Internal Address [ ] **Organization Classifications** Name Enabled **Position's Organization** ☑ ☐ ☐ Others
5	**Note:** "HR Organization" replaces "Position's Organization" in the previous data field and "Position's Organization Address" populates the following data field. Both **Enabled** check boxes are now activated. **Organization Classifications** Name Enabled **HR Organization** ☑ **Position's Organization Address** ☑ ☐ Others

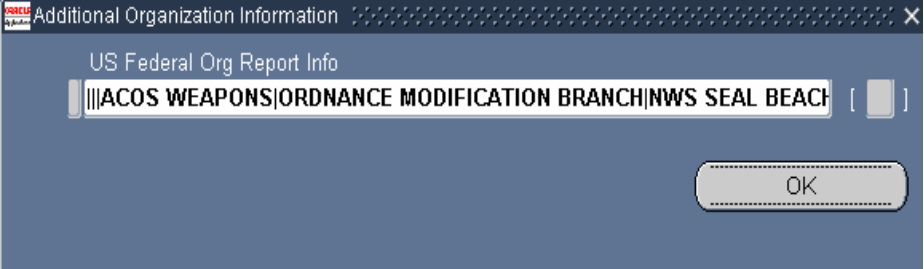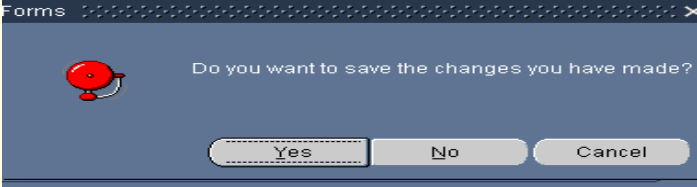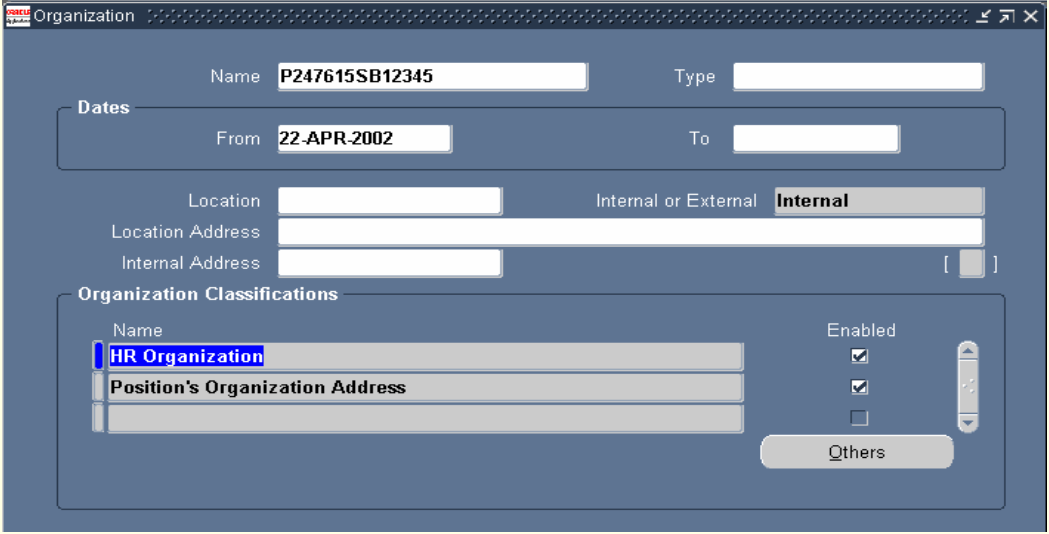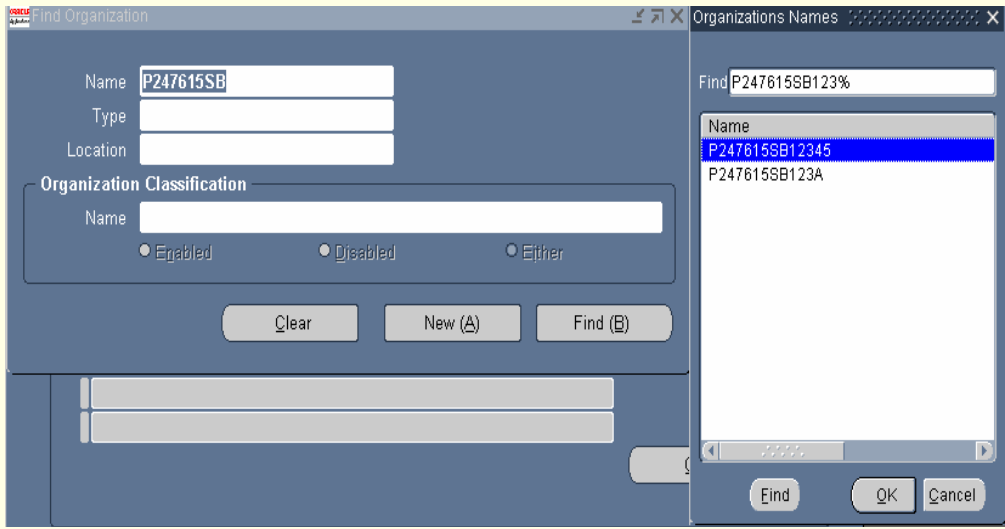|	
6	• Click the **<Others>** Taskflow button. The **Additional Organization Information** Window displays. • Click *US Federal Org Report Info*. • Click **<OK>**. **Additional Organization Information** ✕ Find % Additional Information **Costing Information** IPEDS Institution Type Parent Organization Payslip Information Reporting Information Self Service Preference Time Management Info US Federal Org EEO Officer ➡ US Federal Org Report Info Work Day Information Work Schedule Find OK Cancel
7	The **Additional Organization Information** Window displays. • Click in the blank data field. Additional Organization Information ✕ US Federal Org Report Info [▢] OK
8 ⚠️	The **US Federal Org Report Info** Window displays. **Caution:** The first two data fields must be left blank. (They **are not** connected to any other data fields, nor are they usable once you leave this form.). **ALSO: BE SURE THE POA INFORMATION BEGINS ON "Org Info Line 2"**
9	• Type in the organization address (equivalent to the Table 30 in Legacy DCPDS) in the remaining fields. **BE SURE TO START ON "ORG INFO LINE 2."** • Click **<OK>**. US Federal Org Report Info ✕ Agency Code / Subelement [ ] Organization Structure ID [ ] Org Info Line 1 [ ] Org Info Line 2 ACOS WEAPONS Org Info Line 3 ORDNANCE MODIFICATION BRANCH Org Info Line 4 NWS SEAL BEACH Org Info Line 5 COMNAVREGSW, SAN DIEGO CA 92132 Org Info Line 6 [ ] OCT Organizational Title [ ] OK Cancel Clear Help

Job Aid #18-10 – Position Organization Address (POA)
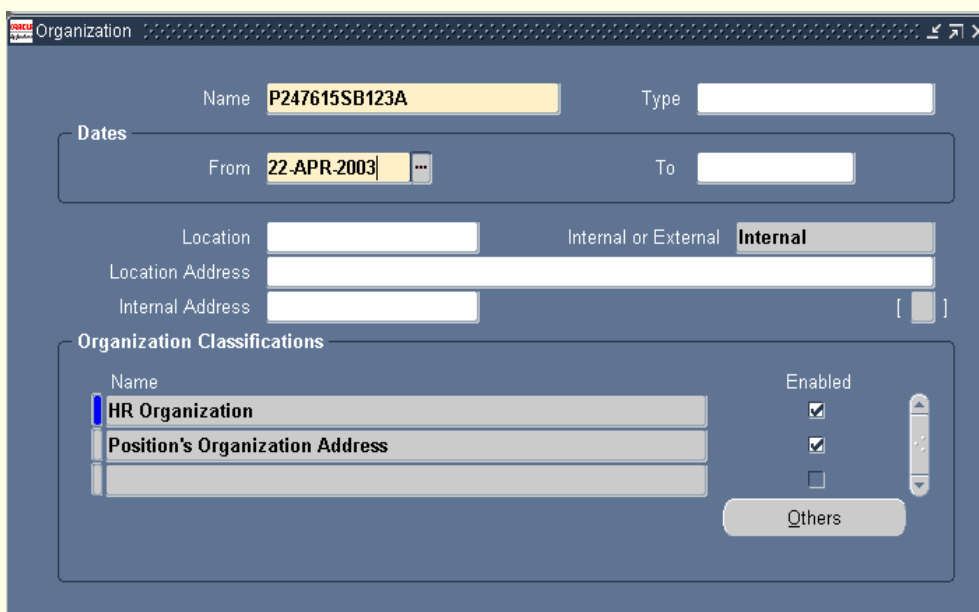
10	The **Additional Organization Information** Detail is populated with the Organization Address.
	• Click **<OK>**.
11	The Save pop up menu displays.
	• Click <**Yes**>.
12	**Note:** The **Organization** Window displays. The new Position's Organization Address (POA) is now available in Position by clicking the LOV for Position's Organization in *US Federal Position Group 1* Flexfield Window. It does not populate any data fields on this window.
13	• Click **File** on the Main Menu and **Close Form**.

STEP	ACTION
14 **How to Change the POA**	From the Navigation List – Click on **Work Structures → Organization → Custom → <Open>**. The **Find Organization** Window displays. • Click in the **Name** data field and type in the Organization you want to locate. **Note:** You can type part of the Organization name and press Tab or you can Click on the LOV. Select the Organization from the **Organization Names** List. Click **<OK>**. (You could also search by Type, Location or Organization Classification.)
15	Once the Organization Name data field is complete; • Click **<Find (B)>**.

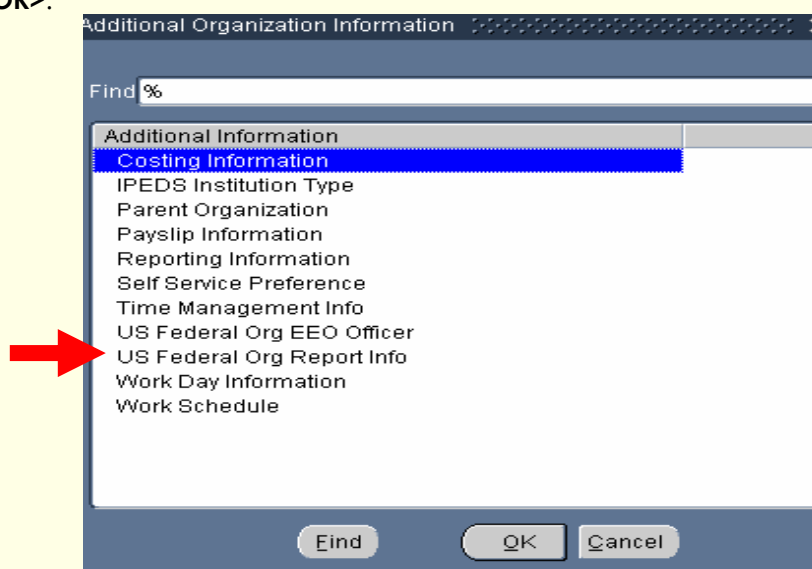| 16	The **Organization** Window will display.
	• To change the From Date - click in the **From** data field and type new date.
	• Click Save.
	• To change the Cleartext of the Organization – Click on **HR Organization.**
	• Click the **<Others>** Taskflow button.
17	The **Additional Organization Information** Flexfield displays.
	• Click *US Federal Org Report Info*.
	• Click **<OK>**.

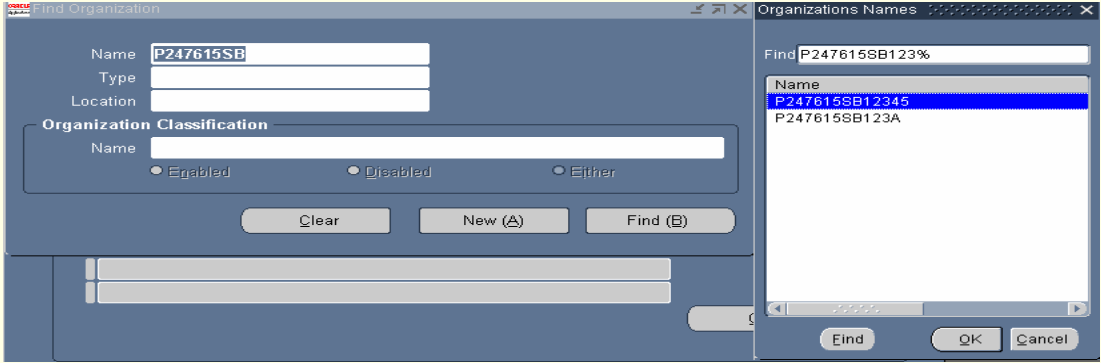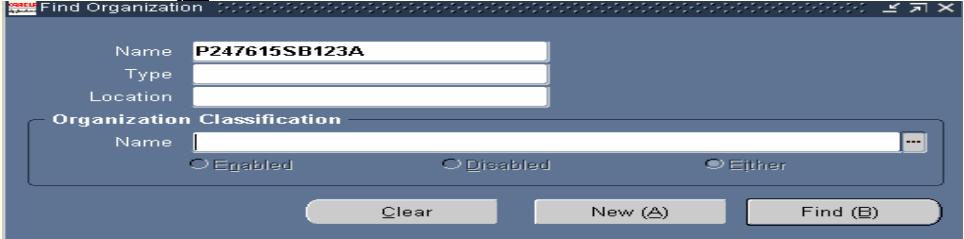| 18	The **Additional Organization Information** Window displays. • Click in the **US Federal Org Report Info** data field to pop up the full cleartext window. • **BE SURE THE POA INFORMATION BEGINS ON "Org Info Line 2"** • Make any changes needed. • Click **<OK>**. • Click **<OK>** again on the **Additional Organization Information** Window
19	The Save pop up menu displays. • Click **<Yes>**. • Click **File** on the Main Menu and **Close Form** or Query a new organization to change.

STEP	ACTION
20 **End Dating (deleting) a POA**	From the Navigation List – Click on **Work Structures → Organization → Custom → <Open>**. The **Find Organization** Window displays. • Click in the **Name** data field and type in the Organization you want to locate. **Note:** You can type part of the Organization name and press Tab or you can Click on the LOV. Select the Organization from the **Organization Names** List. Click **<OK>**. (You could also search by Type, Location or Organization Classification.) *(Find Organization window: Name P247615SB, Type, Location, Organization Classification Name, Enabled/Disabled/Either, Clear, New (A), Find (B). Organizations Names window: Find P247615SB123%, Name P247615SB12345, P247615SB123A, Find, OK, Cancel)*
21	Once the Organization Name data field is complete; • Click **<Find (B)>**. *(Find Organization window: Name P247615SB123A, Type, Location, Organization Classification Name, Enabled/Disabled/Either, Clear, New (A), Find (B))*
22	The **Organization** Window will display. • Click in the "**To**" data field. Type in the date that the POA is no longer valid. • Click Save. • Click **File** on the Main Menu and **Close Form** or Query a new organization to change. *(Organization window: Name P247615SB123A, Type, Dates From 01-APR-2003, To 22-APR-2003, Location, Internal or External Internal, Location Address, Internal Address, Organization Classifications Name HR Organization (Enabled ✓), Position's Organization Address (Enabled ✓), Others)*